



CITY OF ADA
A Municipal Corporation

Engineering Department
231 SOUTH TOWNSEND
ADA, OKLAHOMA 74820
580-436-6300 Ext. 236
FAX 580-436-8152

August 8, 2023

Re: Request for Statement of Qualifications for On-Call, As Needed
Professional Engineering Services for Various Infrastructure Projects

Dear Interested Party:

The City of Ada is requesting Statements of Qualifications from qualified firms to provide on call, as needed professional engineering services required for the design & construction of various infrastructure projects. The City intends to contract with more than one qualified firm to provide on-call engineering services.

If your firm is interested in providing on call, as needed services, please respond to the enclosed Request for Statement of Qualifications no later than **4:00 p.m. on September 18, 2023**. Statements of Qualifications will be reviewed by select City staff members. The City of Ada reserves the right to request firms to make brief presentations for further evaluation in the selection.

A contract may or may not be negotiated as a result of this process. The final determination and approval of any contract shall be at the discretion of the City of Ada.

Respectfully Submitted,

City of Ada

Shelly Williams, PE
Engineering Project Manager

cc:

Cody Holcomb, City Manager, City of Ada
Angie Dean, Assistant City Manager, City of Ada
Frank Stout, City Attorney, City of Ada
Jason Thompson, Public Works Director, City of Ada

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

for

On Call, As Needed, Engineering Services
for Various Infrastructure Projects

CITY OF ADA / ADA PUBLIC WORKS AUTHORITY

Date: **August 15, 2023**

Subject: Request for Qualifications to provide on call, as needed professional engineering services required for the design & construction of various infrastructure projects as further described herein, for the City of Ada / Ada Public Works Authority.

Submittal Address:

Statements of Qualification shall be mailed or hand delivered to the following:

City of Ada
Attn: Engineering Department.
231 South Townsend
Ada, OK 74820

Due Date and Time:

Statement of Qualifications are due by 4:00 p.m. on September 18, 2023

Questions:

All questions regarding this Request for Qualifications should be submitted **via email only** prior to 5:00 p.m. on September 11, 2023.

Please address questions to Shelly Williams, Engineering Project Manager, at the following email address:

Shelly Williams, PE
Email: shelly.williams@adaok.com

I. PROJECT INTRODUCTION:

The City of Ada is soliciting Statements of Qualifications from Consulting Engineering Firms to provide on call, as needed professional services for engineering and design work for construction of various infrastructure projects. The City of Ada intends to contract with more than one Consultant for the on-call services herein.

Firms that are selected for inclusion on the On-Call List as a result of this Request for Qualifications (RFQ) may be asked to execute a multiple year Agreement, EJCDC Task Order Edition (Agreement), with the City of Ada, which covers the term, insurance, indemnity and other contracting requirements. Inclusion on the On-Call List or execution of the Agreement does not guarantee the award of any work, however, it will allow the City of Ada to quickly issue work to such firms on an as-needed basis. During the term of the Agreement, the City of Ada may issue work to selected firms on the On-Call List through the development of a Task Order, which will establish the specific agreed upon scope, schedule, deliverables, and cost for the individual project.

DO NOT INCLUDE PRICE INFORMATION IN YOUR SUBMITTAL. Selection of a firm to be included on the On-Call List will be based on qualifications. Consultant's fees and costs will be negotiated at the time work is issued to a selected firm.

II. MINIMUM QUALIFICATIONS:

Consultants must be knowledgeable of federal, state and local regulations, standards, policies, procedures and funding programs and be able to demonstrate experience in providing similar engineering and design services for a municipality of comparable size and complexity. To be eligible to submit a proposal for the work, consultants must meet the following minimum requirements:

1. Must have demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
2. Must have engineering and design experience directly relating to infrastructure projects.
3. Must have adequate experience and staff to perform the work required. Consultant's staff must be qualified to conduct all necessary engineering work and written documents, including graphics.
4. Must have adequate numbers of qualified personnel to accomplish the work and meet the required time schedule and established budget for the work.

III. GENERAL SCOPE OF SERVICES:

Services provided by Consultant will be on an intermittent, as needed, on call basis. Professional services in support of improvements may include but not be limited to the following types of infrastructure:

- Stormwater
- Water Lines
- Sanitary Sewer
- Lift Stations

- Water Plant
- Wastewater Plant

The following are examples of the types of services a Consultant could expect to provide under a Task Order's designated Scope of Services:

1. Study & Report Phase
 - Prepare report(s) which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria, considerations involved, and Engineer's recommended solution(s) including project costs.
2. Preliminary Design Phase
 - Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Specific Project.
 - Obtain sub consultants for other as needed professional engineering services related to environmental processes and surveying.
3. Final Design Phase
 - Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
 - Assist Owner in preparing and filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design.
4. Bidding or Negotiating Phase
 - Prepare bidding-related documents, assist the City in advertising and obtaining bids, attend Pre-bid Conferences, respond to Requests for Information and issue Addenda if necessary.
 - Attend the bid opening, prepare a bid tabulation, issue Notice of Award, prepare Contract Documents and participate in the pre-construction conference.
5. Construction Phase
 - Provide the services of a Resident Project Representative at the Site, issue Field Orders, Change Orders and Work Change Directives, review and approve Contractor's submittals and review and recommend approval of Contractor's Applications for Payment.
 - Coordinate and attend the Final Inspection, issue a Final Inspection Report. Collect and review Operating and Maintenance Manuals and any other Close-Out Documents required by the Construction Contract.

IV. PROPOSAL FORMAT:

The Statement of Qualifications shall include at a minimum the following:

1. The firm's general qualifications for any and all services provided.
2. Specific qualifications that would make the firm especially suited to provide Engineering services for infrastructure improvements in the City of Ada.
3. Exhibit capability to achieve proposed projects. Information should include the number of staff members and credentials of key personnel.

4. List of all infrastructure projects currently in process or which have been accomplished over the past three years to include:
 - a) Type of professional, construction, and management service(s) provided.
 - b) Names of the individuals who worked on the project and their role.
 - c) Estimated and actual cost of work completed.
 - d) Time to complete project.
 - e) Reference contact information including name, phone number and address for each project listed including name, phone number and address.
5. Identification and background of design team (principals, engineers, and support staff) who will work on the project. Include resumes and Organization Chart.
6. Certificates of Insurance.
7. Executed officer authorization form (See attached).

V. CITY RIGHTS AND RESPONSIBILITIES:

The City of Ada reserves the right to verify the qualifications as provided, or ask for further qualifications for performance of the services described herein. In addition, the City of Ada reserves the right to:

1. Reject any or all of the submitted Statement of Qualifications.
2. Issue clarifications to the RFQ or rejection of the RFQ.
3. Execute an Agreement (Task Order Edition) with one or more of the Consultants.
4. Waive informalities and irregularities in the RFQ

The issuance of this RFQ will not commit the City of Ada to enter into a contract or reimburse any or all costs associated and or incurred in the development of Consultant's Statement of Qualifications.

VI. QUALIFICATION EVALUATION & SELECTION CRITERIA:

1. Demonstrated capability to perform all aspects of planning, engineering and construction management – 35 Points
2. Familiarity with the Ada Infrastructure to include past and current projects – 20 Points
3. Professional background of key personnel and experience in infrastructure engineering – 20 Points
4. Ability to perform services in a timely manner – 15 Points
5. Completeness and quality of submitted Statement of Qualifications – 10 Points

VII. INSURANCE:

Consultant shall include a Certificate of Insurance in their Statements of Qualifications.

PLEASE NOTE: If Consultant is selected for inclusion on the On-Call List the terms of the Task Order Agreement require Consultant to maintain insurance coverage with minimum limits of liability as set forth below:

- | | | |
|----|---|----------------|
| 1 | Workers' Compensation: | Statutory |
| 2. | Employer's Liability | |
| | a) Bodily injury, each accident: | \$1,000,000.00 |
| | b) Bodily injury by disease, each employee: | \$1,000,000.00 |
| | c) Bodily injury/disease, aggregate: | \$1,000,000.00 |
| 3. | General Liability – | |
| | a) Each Occurrence
(Bodily Injury and Property Damage): | \$1,000,000.00 |
| | b) General Aggregate: | \$1,000,000.00 |
| 4. | Excess or Umbrella Liability – | |
| | a) Each Occurrence: | \$1,000,000.00 |
| | b) General Aggregate: | \$2,000,000.00 |
| 5. | Automobile Liability - Combined Single Limit (Bodily Injury and Property Damage): – | |
| | | \$1,000,000.00 |
| 6. | Professional Liability – | |
| | a) Each Claim Made: | \$1,000,000.00 |
| | b) Annual Aggregate: | \$2,000,000.00 |

VIII. DIRECTIONS FOR SUBMITTING QUALIFICATIONS:

Each Statement of Qualifications is to be delivered to City of Ada Engineering Department, 231 South Townsend, Ada, OK 74820 by 4:00 p.m. on September 18, 2023. A non-responsive or incomplete proposal will not be considered.

Proposals shall be marked “**Statement of Qualifications – On Call, As Needed, Engineering Services for Various Infrastructure Projects.**” Five (5) hard copies and one (1) PDF of the Statement of Qualifications shall be submitted.

OFFICER AUTHORIZATION FORM

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true;

Printed Name

Signature

Title

Date

CONSULTANTS CONTACT INFORMATION:

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Website: _____